

# Information Change for Arbitrator Registry

**GENERAL INFORMATION:** Comptroller Rule 9.804(c)(6) requires arbitrators listed in the Comptroller's registry to report to the Comptroller's office in writing any material change in the information provided in the application. A material change includes, but is not limited to a change in address, telephone number, email address, website, loss of required licensure, incapacity, or other condition that would prevent the person from professionally performing arbitration duties.

**FILING INSTRUCTIONS:** This document indicating the information to be changed and all supporting documentation must be filed with the Comptroller's office by mail at Texas Comptroller – Arbitration Application Change, Property Tax Assistance Division, P.O. Box 13528, Austin, Texas 78711-3528. If you have any questions about this application, contact the Comptroller's office by phone at 1-800-252-9121 (press 2 for the menu and then press 1) or by email at [ptad.cpa@cpa.texas.gov](mailto:ptad.cpa@cpa.texas.gov).

**FILING DEADLINES:** Each person who is listed as an arbitrator in the registry must report to the Comptroller in writing any material change in the information provided in the application within 30 calendar days of the change.

**FAILURE TO NOTIFY:** Failure of the arbitrator to report a material change may result in the immediate removal of the arbitrator from the current registry upon its discovery and the denial of future applications for inclusion in the registry. An arbitrator's failure to report a material change as required by this paragraph shall not affect the determinations and awards made by the arbitrator during the period that the arbitrator is listed in the registry.

## OTHER IMPORTANT INFORMATION

Information on this form and all attachments are subject to disclosure under the Texas Public Information Act. All or part of this information will be published in the Arbitrator Registry or posted on a website available to the public. You have certain rights under Government Code Chapters 552 and 559 to review, request and correct information we have on file about you. Contact us at the address or phone numbers listed on this form.

**Public Information Act** – Government Code Section 552.147 excepts Social Security numbers from disclosure. If this form is requested as public information, your Social Security number will not be released.

**Federal Privacy Act** – Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law (42 U.S.C. Section 405I(2)(i); Tex. Gov't. Code §§ 403.011 and 403.078). Release of information on this form in response to a public information request will be governed by the Public Information Act, Government Code Chapter 552, and applicable federal law.

**Americans with Disabilities Act** – In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling 800-252-9121 (press 2 for the menu and then press 1).

## Section 1: Arbitrator Information

Provide the following information.

Arbitrator Name

Taxpayer Number for Reporting any Texas Tax or  
Texas Identification Number (*if you have one or have ever had one*)

Social Security Number (*required*)\*

\* Social Security numbers are not subject to public disclosure according to Government Code Section 552.147.

## Section 2: Contact Information

Provide the following arbitrator contact information.

Mailing Address (*city, state, Zip code*)

Primary Phone Number (*area code and number*)

Email Address\*\*

Fax Number (*optional*)

Physical Residence Address (*city, state, Zip code*) (*required*)

County of Residence (*required*)

\*\* An email address of a member of the public could be confidential under Government Code Section 552.137; however, by including the email address on this form, you are affirmatively consenting to its release under the Public Information Act.

## Section 3: Professional Information

Provide the following information regarding your professional experience.

Company Name or Affiliation

Provide your current areas of appraisal or real estate expertise (*within the last 10 years*).

<input type="checkbox"/> Residential	_____ Years of Experience
<input type="checkbox"/> Commercial	_____ Years of Experience
<input type="checkbox"/> Minerals	_____ Years of Experience
<input type="checkbox"/> Agricultural	_____ Years of Experience
<input type="checkbox"/> Land	_____ Years of Experience
<input type="checkbox"/> Business Personal Property	_____ Years of Experience

List the counties in which you have at any time during the preceding five years represented a person for compensation at an appraisal review board hearing, at a binding arbitration hearing or in district court; served as an officer or employee of an appraisal district; or served as a member of the appraisal review board. Attach additional sheets if necessary.

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Indicate which of the below professional license(s) and/or certification(s) you currently hold, the license and/or certification number, whether you have been licensed or certified continuously for five years preceding the date you agree to serve as an arbitrator; and which license or certification is primary if you hold more than one. If you are an attorney, attach a copy of your state bar card and state bar profile. Renewals for the Arbitrator Registry will be based on the expiration date of the selected primary license or certification and completion of at least eight hours of continuing education.

Select if Held	License or Certification Type	License or Certification Number	Active for the Previous Five Years	Select if Primary
	Attorney licensed by the State of Texas			
	Real estate broker or salesperson licensed under Occupations Code Chapter 1101			
	Real estate appraiser licensed or certified under Occupations Code Chapter 1103			
	Certified public accountant licensed or certified under Occupations Code Chapter 901			

Have you completed at least four hours of training provided by the Comptroller's office regarding property tax law with an emphasis on equal and uniform appraisal of property? (*Attach certificates*)

Yes     No

Are you willing to arbitrate for a maximum possible fee of \$1,500 depending on the type and value of the property?

Yes     No

## Section 4: Certification and Signature

If you make a false statement on this form, you could be found guilty of a Class A misdemeanor or a state jail felony under Penal Code Section 37.10. The Comptroller's office may remove you from the Arbitrator Registry at any time for failure to meet statutory qualifications or to comply with requirements of law or administrative rule or for good cause as determined by the Comptroller's office.

I, \_\_\_\_\_, swear or affirm the following that each fact contained in this application is true and correct.  
Arbitrator Printed Name

**sign  
here** ➔

Appraiser Signature

Date